

POSITION GUIDE
NONAPPROPRIATED FUNDS

JOB NUMBER

FLSA: Non-exempt

TITLE: Telecommunication Operator

PAY PLAN/SERIES/LEVEL - NF-0382-1

MAJOR DUTY DESCRIPTION:

Receives and routes calls. Provides routine information and answers general questions about the lodging operations and the installation. Places long distance and special calls for serviced users. Provides directory assistance; revises and updates directories utilized as necessary. Performs administrative support duties necessary for smooth telecommunication operations.

QUALIFICATION REQUIREMENTS:

Demonstrate verbal communication and customer service skills.

CONDITIONS OF EMPLOYMENT:

A National Agency Check is required.